

## **TOWN OF NORTH HAVEN**

### **PERSONNEL POLICY**

#### **ARTICLE I – PREAMBLE**

- A. As authorized by the Town’s voters on March 13, 2004, the Select Board has adopted the following Policy for utilization by the Town of North Haven in the administration of the personnel activities of the employees of the Town. These rules and subsequent modifications shall supersede any policy and rules made previously by the Select Board.
- B. The Select Board may delete, amend, modify, or change any or all of the provisions contained in this Policy at a regularly scheduled Select Board meeting. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with its employees.

#### **ARTICLE II - EMPLOYMENT**

- A. The employment of all personnel shall be the responsibility of the Select Board and the Select Board shall appoint all employees, including the Town Administrator. The terms of employment of the Town Administrator shall be set forth in a written contract between the Town and the Town Administrator. The Select Board shall approve that written contract.
- B. All applicants must submit a written application for employment.
- C. As a condition of any employment offer, the Select Board shall verify that the prospective employee can be legally employed by the Town, including verification through an IRS Form I-9. The Select Board may obtain verification, as stated below, that such prospective employee has such skills and professional qualifications, including any applicable licenses, reasonably necessary for the employment position. Prior to appointing a candidate to a position, the Select Board may at their discretion conduct a background check. Job related background verification may consist of prior employment verifications, professional licensure, personal or professional references, certification of education or other certifications. When appropriate, the Select Board may require driving records, credit checks and criminal background checks or any other background checks. Agility tests and medical tests may be required of some candidates. If such tests are required, the Town will make the appropriate arrangements. Any offer of employment may be subject to the satisfactory findings of one or more completed background checks.
- D. All employees are considered probationary for the first six (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause and without right to file a grievance.

- E. The Select Board may unilaterally change or revoke any provisions of this personnel policy at any time. There is no intent on the part of the Town, in this policy, to make binding commitments to an individual employee regarding length of an employee's service of employment, or about the continuation of an employee's employment.
- F. Wages and salaries for all employees of the Town shall be established by the Select Board.

### **ARTICLE III - EQUAL OPPORTUNITY EMPLOYER**

The policy of the Town of North Haven is to provide equal opportunity to all employees and applicants without regard to religion, age, sex, sexual orientation, marital status, race, color, ancestry, national origin, physical or mental handicap, except as a bona fide occupational qualification.

### **ARTICLE IV - TYPES OF APPOINTMENTS**

The following types of appointments may be made to the Town's service in conformity with the rules established:

- A. **Full-Time.** Full-time employees work forty (40) hours per week on a continuing basis (indefinite). Full-time employees are subject to all personnel rules and regulations, and receive full-time benefits as provided by these rules.
- B. **Regular Part-Time.** Employees in this classification work at least twenty (20) but no more than forty (40) hours per week on a continuing basis (indefinite). Regular part-time employees are subject to all personnel rules and regulations, and receive all benefits pro-rated in proportion to the hours worked. This classification shall only be assigned at the discretion of Select Board.<sup>1</sup>
- C. **Non-Regular Part-Time.** Non-regular part-time employees regularly work, or average, less than twenty (20) hours per week or work on a non-permanent basis, usually within a limited time frame. Non-regular part-time employees shall not receive health insurance, retirement, vacation, sick leave, or holiday benefits. They do receive Earned Paid Leave, as described in the Leave section below.

### **ARTICLE V - PUBLIC AND EMPLOYEE RELATIONS**

- A. Town employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town or disrupt the efficient operation of the administration of the Town. Town employees must avoid any action that could result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.

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<sup>1</sup> Amended July 5, 2005

B. Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy, and responsibility are the key elements of good service.

C. Receipt of gifts.

a. Town employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of official duties.

b. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc., is permitted.

2. Business Activities and Solicitations.

Employees shall not engage in any business other than their regular duties during work hours.

3. Confidentiality.

Many Town employees have access to confidential information pertaining to persons or property in the Town. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing only information that is required under the "right to know" law, 1 MRSA §401-410.

## **ARTICLE VI - WORK WEEK/OVERTIME**

A. Work Week. The regular workweek for payroll purposes begins on Thursday and ends Wednesday midnight. The Select Board shall set the actual hours for Town employees.

B. Overtime may be compensated with compensatory time off for hours worked beyond forty hours in a workweek for employees who are employed on an hourly rate basis. Compensatory time off shall be granted on a time and one-half basis for hours worked beyond forty hours in a workweek for all hourly rate employees. Salaried employees are exempt from overtime provisions and are thus not entitled to compensatory time off

unless the Select Board and the employee agree on a provision for compensatory time off in a written contract.

## **ARTICLE VII - ATTENDANCE**

Employees shall be at their respective workplaces at the appointed starting time. It is the responsibility of employees who may be absent from work to see that the Town Office is advised of the reason for such absence, not previously arranged for, if possible, within one (1) hour of the beginning of the starting time of the employee's work day.

## **ARTICLE VIII - HOLIDAYS**

- A. The Town observes the following holidays, on which the Town Office and other activities, such as the Transfer Station, shall be closed:
- New Year's Day
  - Martin Luther King, Jr. Day
  - President's Day
  - Patriot's Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Indigenous Peoples' Day
  - Veterans' Day
  - Thanksgiving Day
  - Christmas Day
- B. If a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the preceding Friday, unless otherwise regulated by law. The Transfer Station Manager may elect to open the Transfer Station on the day immediately before or immediately after a holiday in which case Transfer Station employees will receive their regular rates of pay for hours worked.
- C. Regular full-time and regular part-time employees shall receive their normal rates of hourly pay on these holidays as if they worked their normal schedule. For example, an employee who normally works five-hour days would receive five hours of pay.
- D. Regular full-time and regular part-time employees who must work all or part of a holiday will receive their normal rates of hourly pay as well as holiday pay for those hours worked.
- E. Non-regular part-time employees will not be paid for these holidays unless they actually work, in which case they will receive their normal hourly rate of pay.

- E. Non-regular part-time employees who work more than eight (8) hours on a holiday will receive one and one-half (1-1/2) times their normal hourly rate of pay for each hour in excess of eight hours. This could occur if a weather emergency occurs on a holiday, for example.
- F. A person on a leave of absence without pay shall not be entitled to holiday pay.

**ARTICLE IX - LEAVE**

**A. VACATION**

- 1. Vacation privileges are available to full-time and pro-rated for regular part-time employees, subject to the following conditions. Each full-time employee shall earn vacation with pay on the following basis.

Vacation time will accrue at the rate of one (1) day per month of employment. After an employee has completed one year of continuous service, he/she is entitled to receive twelve (12) days of vacation annually.

After an employee has completed seven years of continuous service, vacation time will accrue at the rate of one and one half (1.5) days per month of employment. Employees in this category shall receive eighteen (18) days of vacation annually.

- 2. Vacation leave shall accrue from the date of hire as a full-time or regular part-time employee. Employees shall not receive vacation leave until they have completed their first year of employment by the Town as a full-time or regular part-time employee. However, the Select Board may permit vacations prior to the first-year anniversary date.
- 3. Employees may receive their vacation pay prior to the start of their vacation.
- 4. Vacation leave usage shall be recorded regularly by the Town Treasurer or other official so designated by the Select Board

**B. SICK LEAVE**

- 1. Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of his/her position unless the employee is capable of other work in his/her division and assigned to such other work; or for personal medical or dental appointments; or to care for members of his/her immediate family affected by serious illness. For the purpose of this section on Sick Leave, "serious illness" is defined as "an illness, injury, impairment, or physical or mental condition that involves inpatient care in a

hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.” This definition comes from the Family and Medical Leave Act (FMLA). Employees who wish to use sick leave to care for members of their immediate families who have serious illnesses are encouraged to talk with their supervisors before taking leave. Supervisors shall treat all such discussions as confidential.

2. Sick leave accrual for full-time employees shall accrue, or be pro-rated for regular part-time employees, at the rate of one (1) day for each full calendar month of service to a maximum of twenty (20) working days. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month. For the purpose of this provision, employees who are paid a minimum fourteen-hour/week retainer, regardless of actual number of hours worked, shall accrue sick leave at the rate of one half (1/2) day for each full calendar month of service to a maximum of twenty (20) working days. Employees who are paid minimum fourteen hour/week retainers are considered critical employees. The following positions are considered ‘critical’: Superintendents, Water and Sewer Departments, Assistant/Associate Superintendents, Water and Sewer Departments.
3. Full-time and regular part-time employees shall be eligible to use sick leave after thirty days (30) of service with the Town.
4. The employee must work thirteen (13) or more full workdays in that month to earn sick leave for that month.
5. Sick leave shall not be considered as an entitlement, which employees may use at their discretion, but shall be allowed for the necessity arising from actual sickness or disability of the employee. If requested, the employees shall furnish the Town with certificates from their attending physicians.
6. Absences for a part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than one-half (1/2) day.
7. Sick leave usage shall be recorded regularly by the Town Treasurer or other official so designated by the Select Board. The Town shall review all sick leave records periodically and shall investigate any cases that indicate abuse of the privilege. Abuse of the sick leave privilege shall be cause for discipline. Sick leave shall under no circumstances be bought back.

### **C. EARNED PAID LEAVE**

Employees who are eligible for earned paid leave (EPL) under Maine Public Law 2019 Chapter 156 shall earn one (1) hour of EPL for each forty (40) hours of paid work up to a maximum of forty (40) hours of paid leave each year. Employees begin earning EPL upon initial employment

and may begin using their accrued EPL after 120 days of employment. Unless otherwise specified in a Town employment contract, EPL is only available to non-regular part-time employees as described in Article IV, Types of Appointments, above. As the Town's employee appointments are currently structured, the following Town employees are eligible for EPL. Those designated as "stipend" employees shall receive two (2) hours of EPL per year at the rate of \$20 per hour.

1. Animal Control Officer (Stipend);
2. Cleaning personnel;
3. Code Enforcement Officer;
4. EMS Crew members (Stipend);
5. Firefighters (except for the Chief, who is an elected official) (Stipend);
6. Harbormasters (Stipend);
7. Transfer Station employees;
8. Road Crew employees (except the Road Commissioner, who is an elected official);
9. Sewer Department employees; and
10. Substitute Medical Clinic Office Assistant;
11. Water Department employees (except the Superintendent, who earns Vacation and Sick Leave);

Regular full-time and regular part-time employees receive annual and sick leave benefits as described above and therefore do not earn additional EPL benefits. Similarly, elected officials are not entitled to EPL benefits.

## **ARTICLE X - LEAVES OF ABSENCE**

- A. Bereavement Leave. Full-time or regular part-time employees may be excused from work for up to five (5) work days because of death in their immediate families, as outlined below, and shall be paid their regular rates of pay for the scheduled work hours missed. It is intended that this time off be used for the purpose of handling necessary arrangements and attendance at the funeral.

For purposes of this article only, immediate family is defined to mean partner/spouse, parents, children, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, and grandchildren.

One (1) workday may be granted to employees at the sole discretion of the Select Board for attendance at funerals of persons not covered under the above definition.

- B. Leave Without Pay. A full-time or regular part-time employee may be granted a leave of absence without pay by the Select Board for a period deemed necessary by the employee for the purpose of the leave, but not in excess of sixty (60) calendar days. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave, granted at the discretion of the Select Board. Continued absence without having arranged for an extension of leave may be deemed a resignation from Town employment. Employees may choose to continue insurance benefits for the

duration of the leave by making arrangements to pay the employer contribution. Vacation and sick leave will not continue to accrue during the leave.

#### **ARTICLE XI - JURY DUTY AND RESERVE SERVICE TRAINING LEAVE**

The Town shall pay to a full-time and regular part-time employee called for jury duty the difference between the employee's regular pay and juror's pay provided the employee presents an official statement of jury pay received. Employees who are members of a United States military reserve unit or National Guard unit and who are required to perform duty or called to active duty shall be granted leave status for the period of active duty. Town employees in the Armed Forces reserves or National Guard shall not receive pay from the Town for periods of active duty.

#### **ARTICLE XII - HEALTH INSURANCE**

For all full-time employees, the Town will pay eighty-five percent (85%) of family subscriber health and dental insurance coverage and ninety percent (90%) of single employee coverage. These amounts will be prorated for regular part-time employees. The Town also pays ninety percent (90%) of Income Protection Plan premiums for full-time employees and a prorated rate for regular part-time employees. The Select Board shall select the health and dental insurance plan to be provided to employees.

#### **ARTICLE XIII – RETIREMENT BENEFITS**

Full-time and regular part-time employees are eligible, but not required, to participate in the Town's deferred compensation (retirement) plan under Internal Revenue Code section 457(b). Upon an employee's election to participate, the Town contributes seven percent (7%) of an employee's gross pay to each individual account. Employees can contribute additional funds up to the maximum annual federal limit. Contributions are not taxed until the employee begins to withdraw them from the account.

#### **ARTICLE XIV - GRIEVANCE PROCEDURES**

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of the Town's personnel rules, regulations and policies or the terms of employment, the employee may submit the details of such grievance to the Select Board. To be timely, the grievance must be filed in writing within five (5) working days from the incident. Grievance procedures set forth in this Article shall not be available to an aggrieved employee in connection with termination of employment or removal from office, as set forth in Article XVI, or in connection with a suspension from work which is related to an intent to discharge from employment.



Within thirty (30) calendar days thereafter, the Select Board shall meet with the employee for the purpose of discussing the grievance and the Select Board shall render their final written decision within thirty (30) working days after said meeting.

#### **ARTICLE XV - POLITICAL ACTIVITY**

While performing their normal work duties, employees shall refrain from using their influence publicly in any way for or against any candidate for elective office in the Town government. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

#### **ARTICLE XVI - TERMINATION**

Except for probationary employees, or as otherwise stated herein, termination of employment and removal from office shall be for cause, after notice to the employee, and an opportunity for a hearing.

Any employee or Town official appointed by the Select Board may be terminated for cause after notice to that employee or Town official, and an opportunity for a hearing before the Select Board.

Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a suitable level, the employee shall be informed promptly and specifically of such work deficiencies. An appropriate, reasonable period of time for improvement may be allowed before the initiation of disciplinary action. If, after the expiration of any applicable, appropriate, and reasonable period of time, the employee's performance does not improve or the employee's stated deficiencies are not overcome, the Select Board or supervisor may propose to terminate the employee's service with the Town.

If termination is proposed, the Select Board shall provide the employee with written notice of the grounds for termination of employment. The Select Board shall also advise the employee of the right to request a hearing before the Select Board and the right to be represented by a person of the employee's choosing at the hearing. Any costs associated with such representation shall be borne by the employee. To be timely, the employee must request a hearing in writing within five (5) days of receipt of the notice of termination. Such notice to the employee shall be in writing and the date of delivery of the notice shall be documented in the employee's personnel file. The Select Board may designate the Town Administrator as the official who provides notice of intent to terminate the employment of any Town employee or official whom the Board has authority to discharge from employment.

In the event that the employee does not request a hearing in writing concerning proposed termination of employment within five (5) days of the date of receipt of the notice of intent to terminate, then the employee shall be conclusively considered to have waived and relinquished any right to a hearing. Such written request for a hearing shall state whether or not the employee requests a hearing be held in executive session. Any such request for a hearing in executive

session shall be governed by the provisions of Title 1 M.R.S.A. §405(6)(A)(1). In the event that the employee specifically requests that the hearing be public, the requested hearing shall be public.

In the event that the employee does not request a hearing in writing within the time period set forth above, the employee shall be considered to be terminated from employment and removed from office as of the day after the expiration of the time period in which the employee could have requested such a hearing.

At the same time as the delivery to the employee of the notice of proposed termination, the Select Board can suspend the employee from his or her job duties with or without pay, at the sole discretion of the Select Board.

After hearing before the Select Board, the employee receiving the notice of proposed termination can be removed from office and terminated from employment on a finding of cause for such action. The term “cause” in connection with termination from employment is a flexible concept interpreted in accordance with court decisions. In most circumstances, termination from employment is appropriate when an employee’s conduct or performance affects the employee’s ability or fitness to perform the employee’s duties.

The terminated employee shall receive the Select Board’s written decision containing findings of fact and conclusions of law in connection with the termination decision. The notice of decision shall be mailed or delivered to the discharged employee within ten (10) days of the date of the decision. A person aggrieved by a termination decision of the Select Board may appeal that decision to Superior Court in accordance with Rule 80-B of the Maine Rules of Civil Procedure within the thirty (30) day time period set forth in that rule.

## **ARTICLE XVII - POLICY ON HARASSMENT**

It is the policy of the Town that all our employees should be able to work in an environment free from all forms of harassment. Harassment, whether physical or verbal, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination, or retaliation against any employee who makes a report of harassment.

The Town adopts the “Policy for Prohibition of Sexual Harassment” set forth in attached Exhibit A and all employees shall comply with the provisions of that policy.

## **Amendment to Personnel Policy, adopted by Selectmen, November 4, 2008**

### **Substitutes and Temporary Non-Exempt Clerical Workers North Haven Clinic**

From time to time the North Haven Clinic may require a temporary or substitute Clinic Assistant when the regular assistant is absent.

The job description for such a position shall be approved by the Select Board and amended from time to time, as needed. A primary qualification includes an ability to respect patient privacy and adhere to all HIPAA standards.

It is the policy of the Town of North Haven to maintain a roster of qualified temporary or substitute workers. The position shall be posted until a sufficient roster of temporary workers can be assembled. It is the policy of the Town to attempt to keep at least three individuals on this roster.

This policy recognizes that the most readily available substitute or temporary workers are current Town employees.

For Current Town Employees:

- It shall be understood that the intent of the compensation policy is to compensate employees fairly and equitably for assuming extra duties while respecting the need to keep Town and Clinic expenses within budget.
- The Select Board (or the Town Administrator as their designee) should determine whether the employee can be spared temporarily from the employee's ~~his or her~~ regular duties.
- If an employee is deployed to the Clinic during the employee's regular working hours, the employee shall be paid at the employee's current rate or the approved hourly rate for a Clinic Assistant I, whichever rate is greater.
- If an employee has agreed to work in the Clinic during hours when the employee would normally not be employed at the employee's regular duties, the employee shall be paid the approved hourly rate for a Clinic Assistant I.
- The hourly timesheet will note the hours spent at the Clinic and the wage expenses will be appropriately charged to the Clinic.

For Temporary Workers:

- A successful candidate for this position will be paid an annual stipend of \$100 as well as an hourly rate for a Clinic Assistant I for hours worked.

- Any non-employee on the roster who within a calendar year declines five requests to act as a substitute shall be deemed to have resigned from the roster.

**Addition to Personnel Policy  
Adopted by Board of Selectmen  
October 4, 2011**

**Internet and Electronic Mail Policy  
Town of North Haven**

**I. Purpose**

Electronic mail, Internet and telecommunication access are resources made available to Town employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the Town.

**II. Email Policy**

The Town of North Haven's access to email is designed to facilitate Town business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

The e-mail system is intended for Town business. The system is not to be used for employee personal gain or to support or advocate for non-Town related business or purposes. All data and other electronic messages within this system are the property of the Town of North Haven. Email messages have been found to be public records and may be subject to the right-to-know laws, depending on their content.

Like all email messages, email generated through providers such as AOL or Gmail are capable of being forwarded without the express permission of the original author. Internet messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the Town, and must comply with all state and federal laws.

In addition, the Town, through its Select Board and their designee(s), reserves the right to review the contents of employees' email communications when necessary for Town business purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' email messages without proper authorization.

When sending email messages, appropriateness and good judgment should be used. Following are examples of Internet and email uses which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, or threatening.
- Communications of sexually explicit images or messages.

- Communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability or religious beliefs.
- Solicitation for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- Access to Internet resources, including websites and news groups, that are inappropriate in a business setting.
- Any other use that may compromise the integrity of the Town and its business in any way.

Note that email has been classified as "public" documents, i.e., available to the media, in at least one state. Keep that in mind when you create or store e-mail.

### *Retention of E-mail*

Generally, email messages are intended to be temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the email message, it may be considered a more formal record and should be retained pursuant to the Town's record retention schedules. As such, these email messages are similar to printed communication and should be written with the same care.

### **III. Internet Policy**

#### *Internet*

The Internet provides the Town with significant access to information. The use of the Internet system for access and dissemination is intended to serve Town business.

Town employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use, such as social networking, is not permitted.

Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.

All Internet data that is composed, transmitted and/or received by Town's computer systems is considered to belong to the Town and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of the Town and the Town reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections

All sites and downloads may be monitored and/or blocked by the Town if they are deemed to be harmful and/or not productive to business

The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the Internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent, or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material or proprietary information
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the Town, its employees and/or residents
- Introducing malicious software onto the Town network and/or jeopardizing the security of the Town's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the Town

If an employee is unsure about what constituted acceptable Internet usage, then the employee should consult the Town Administrator for further guidance and clarification.

### *Penalties*

The misuse of the Internet or email privileges may be considered sufficient cause for discipline in accordance with the Personnel Policy, and/or other applicable rules or laws. In addition, violations of this policy or misuse of the email or internet system may be referred for criminal prosecution. All terms and conditions as stated in this document are applicable to all users of the Town's network and Internet connection(s).

**Approved by vote at Town Meeting March 13, 2004**  
**Amended on July 5, 2005 by Board of Selectmen**  
**Amended on November 27, 2007 by Board of Selectmen**  
**Amended on November 4, 2008 by Board of Selectmen**  
**Amended on October 4, 2011 by Board of Selectmen**  
**Amended on October 30, 2012 by Board of Selectmen**  
**Amended on December 1, 2021 by Selectboard**